

# Online National Drugs Licensing System (ONDLS)

## USER MANUAL for Technical Member

**CENTRE FOR DEVELOPMENT OF ADVANCED COMPUTING**

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# Technical Member Login

## 1. Homepage

- Open the link for online Licensing “www.statedrugs.gov.in” after that click on “Login/ Register” as shown in figure 1.



Figure 1: Home Page

### 1.1 Login (User Name and Password)

- Login using username, password and Captcha then click on Validate and proceed as show in figure 2.

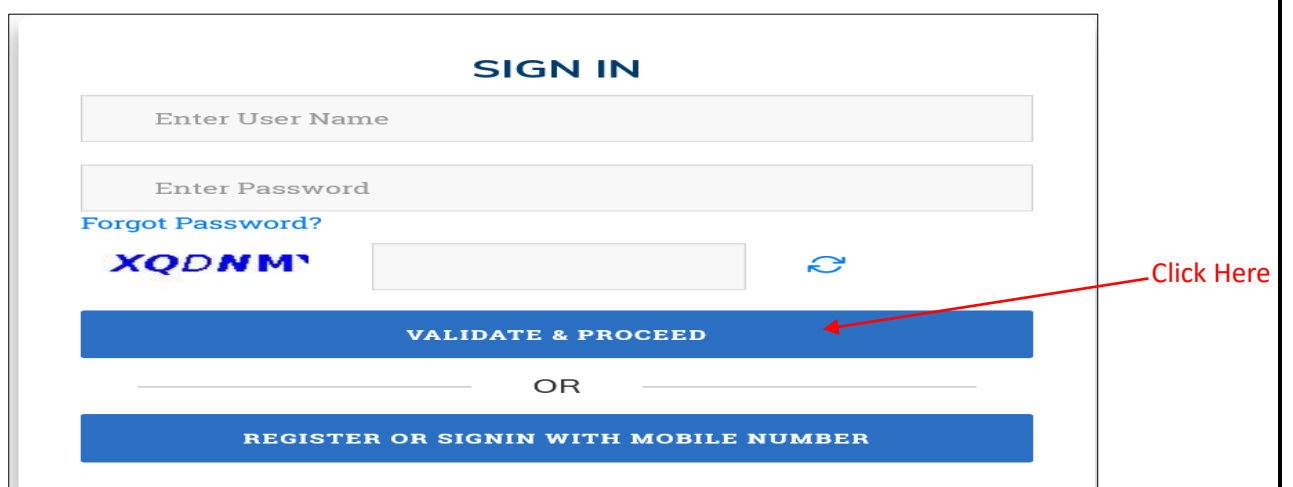


Figure 2: Sign in (Username and Password)

## 1.2 Login (OTP)

- Enter registered mobile number and then Press “Get OTP” Button as shown in figure 3.

**REGISTER OR SIGN IN**  
An OTP will be sent to your mobile number for verification

Enter your mobile number

**GET OTP**

By Sign In/Registration, I agree to the Terms of Service and Privacy Policy

OR

**SIGNIN WITH USER NAME AND PASSWORD**

**Figure 3: Sign In (Mobile number)**

- You will get OTP on your Mobile number. Enter your OTP Then Press “Validate Proceed” Button as shown in figure 4.

**OTP VERIFICATION**  
An OTP will be sent to your mobile number for verification  
XXX XXX 8888

One Time Password

An OTP has been sent to your registered Email Id and Mobile Number  
OTP SENT 54

**VALIDATE & PROCEED**

By Sign In/Registration, I agree to the Terms of Service and Privacy Policy

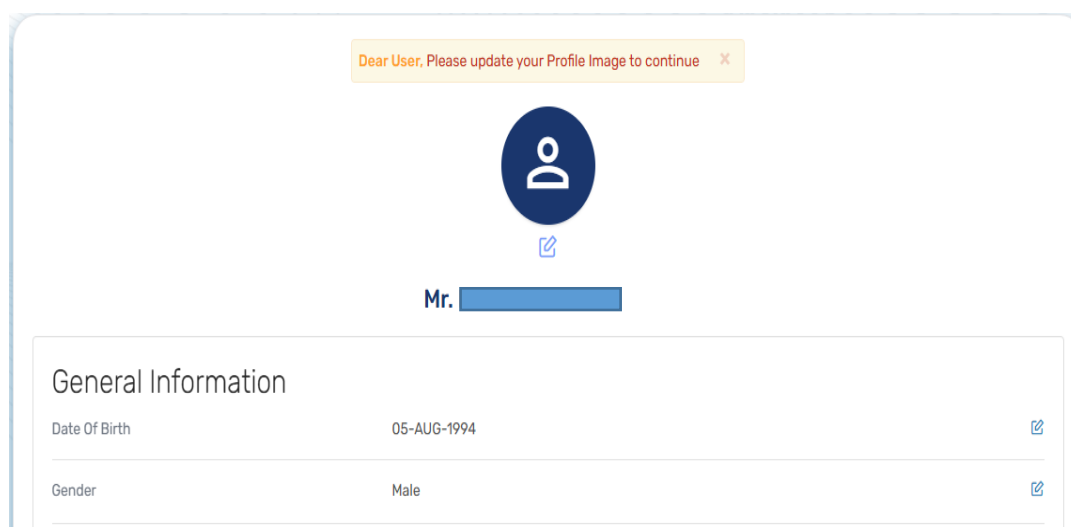
OR

**SIGNIN WITH USER NAME AND PASSWORD**

**Figure 4: OTP verification through registered mobile number**

## 1.3 Update profile image (at first login)

- After first login to the ONDLS portal, the user will be redirected to the Dashboard. A message will be displayed stating: ***“Dear User, please update your profile image to continue.”*** The user must update the profile image to proceed further.
- To update the profile image, click on the **Pencil icon** as shown in **Figure 5**.



**Figure 5: Profile image**

## 2. Technical Member Dashboard

- Dashboard for Technical Member as shown in figure 6.



**Figure 6: Technical Member Dashboard**

## 2.1 Self-Relieving Intimation

- Submit a formal request to notify authorities about your intention to leave your current role. Provide relieving date and relevant details to ensure proper record update and compliance as shown in Figure 7.

**Technical Member Details**

Member Registration Number\* [REDACTED]

Current Organisation Name\* PRADHAN MANTRI BHARTIYA JANAUSHADHI KENDRA

**Technical Member Work Details**

Show 10 entries Search:

Organisation Name	Designation/Role Name	Date of Join	Date of Relieving
[REDACTED]	Registered Pharmacist	08-MAY-2025	NA

Showing 1 to 1 of 1 entries Previous 1 Next

**Figure 7: Self Relieving Intimation**

## 2.2 Add Qualification.

- From your Dashboard you can choose any suitable option and proceed.
- Add Qualification detail from 10<sup>th</sup> to your Higher Degree to apply for fresh application as shown in figure 8.

The screenshot displays the 'Technical Person Qualification' form within the Government of India's Online National Drugs Licensing System. The form is organized into several sections:

- Qualification Name\***: A dropdown menu with the placeholder text 'Select Qualification'.
- Qualification Document Number\***: A text input field with the placeholder text 'Enter Certificate Number'.
- School/College Name\***: A text input field with the placeholder text 'Enter College Name'.
- Board/University Name\***: A text input field with the placeholder text 'Enter University Name'.
- Marks(Percentage "%")\***: A text input field with the placeholder text 'Enter Marks(Percentage %)'.
- Passing Month\***: A dropdown menu with the placeholder text 'Select Month'.
- Passing Year\***: A dropdown menu with the placeholder text 'Select Year'.
- Qualification Document\***: A file upload section with a 'Choose file' button and the text 'No file chosen'.

At the bottom of the form is a dark blue button labeled 'Record Qualification Data'. Below the form, there is a pagination control showing 'Show 10 entries' and a search bar.

**Figure 8: Qualification Dashboard**

## 2.3 Add Professional Experience

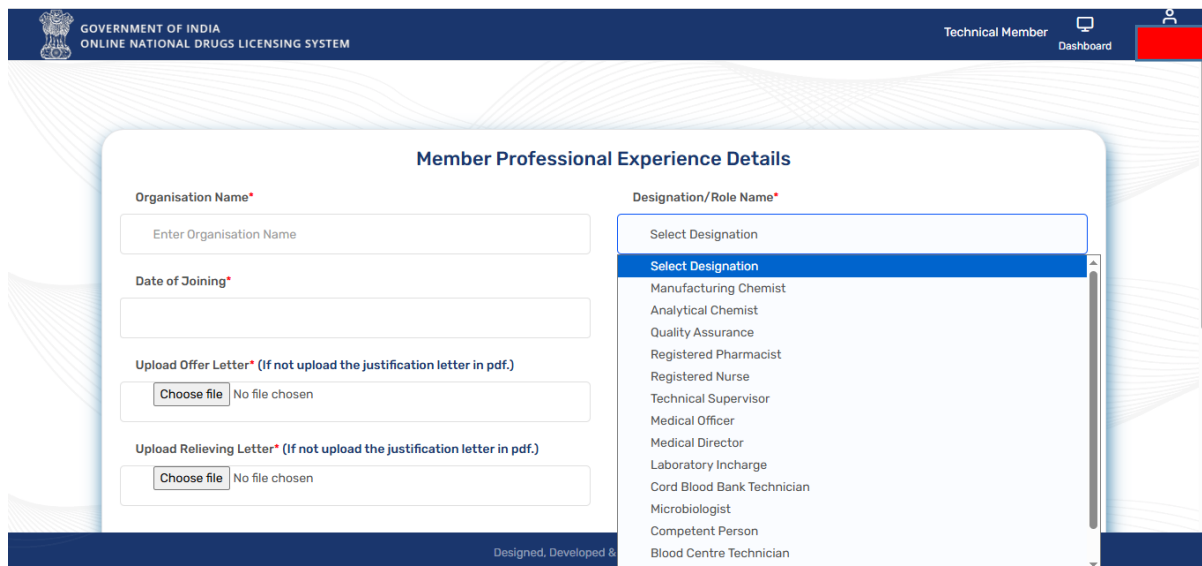
- Here you can Add & Upload your all past experience like Organization Name, Designation, Date of Joining, & Date of Leaving as shown in Figure 9(a).

The screenshot shows the 'Member Professional Experience Details' form within the CDAC portal. The form is titled 'Member Professional Experience Details' and contains several input fields and upload buttons. The fields are arranged in a grid-like structure. The top navigation bar includes the Government of India logo, the text 'GOVERNMENT OF INDIA ONLINE NATIONAL DRUGS LICENSING SYSTEM', the user role 'Technical Member', a 'Dashboard' link, and a red profile picture placeholder.

Member Professional Experience Details	
Organisation Name*	Designation/Role Name*
<input type="text" value="Enter Organisation Name"/>	<input type="text" value="Select Designation"/>
Date of Joining*	Date of Leaving*
<input type="text"/>	<input type="text"/>
Upload Offer Letter* (If not upload the justification letter in pdf.)	Upload Experience Letter* (If not upload the justification letter in pdf.)
<input type="button" value="Choose file"/> No file chosen	<input type="button" value="Choose file"/> No file chosen
Upload Relieving Letter* (If not upload the justification letter in pdf.)	Reason of Exist
<input type="button" value="Choose file"/> No file chosen	<input type="text"/>

**Figure 9(a): Professional Experience**

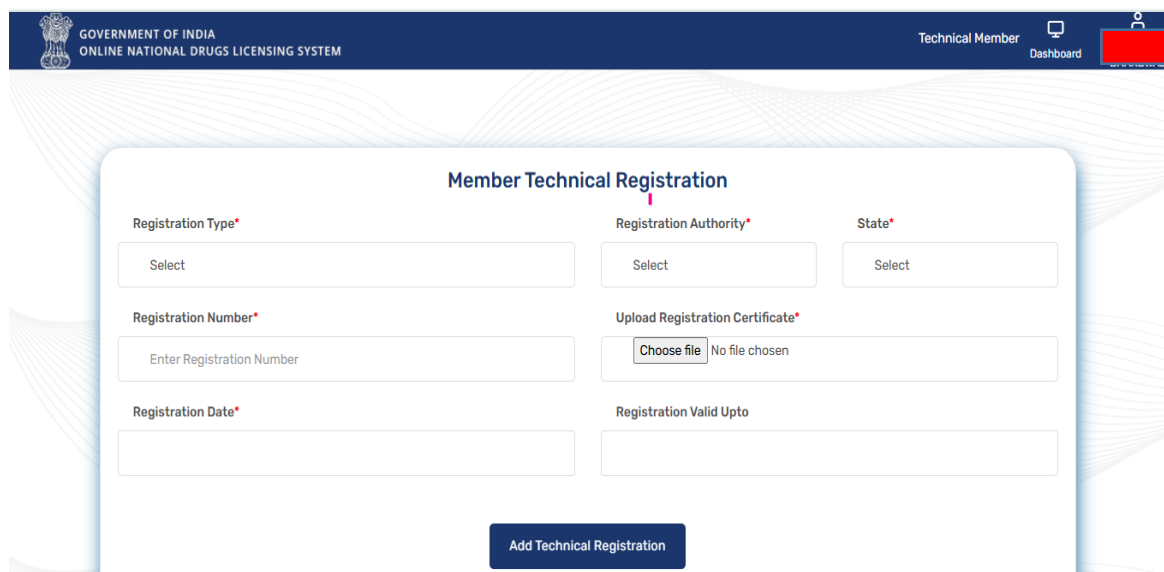
- Enter your professional experience by providing organization name, designation for which you are applying for, and date of joining. Upload the offer letter and relieving letter as proof. Ensure all details are accurate and match your official documents. This information helps verify your work experience for licensing purposes as shown in Figure 9(b).



**Figure 9(b): Professional Experience**

## 2.4 Technical Registration

- Here you can add & Upload Resignation Type, Registered authority, State, Registration number, Resignation Date & the Validity Up to as shown in Figure 10(a).



**Figure 10(a): Technical Registration**

- **Member Technical Registration:** Select Registration Type (Manufacturing Chemist, Analytical Chemist, Quality Assurance, Registered Pharmacist, Registered Nurse, Technical Supervisor, Medical Officer, Medical Director, Laboratory incharge, Cord Blood Bank Technician, Microbiologist, Competent Person, Blood Centre Technician).
- Choose Registration Authority and State, upload the Registration Certificate file, and enter the Registration Valid upto date as shown in Figure 10(b).

Member Technical Registration

Registration Type\*  
Select  
Select  
Manufacturing Chemist  
Analytical Chemist  
Quality Assurance  
Registered Pharmacist  
Registered Nurse  
Technical Supervisor  
Medical Officer  
Medical Director  
Laboratory Incharge  
Cord Blood Bank Technician  
Microbiologist  
Competent Person  
Blood Centre Technician

Registration Authority\*  
Select

State\*  
Select

Upload Registration Certificate\*  
Choose file No file chosen

Registration Valid Upto

Registration

Search:

& Maintained by CDAC

**Figure 10(b): Professional Experience**